LIAISON OFFICER CHECKLIST 4/21/11

- o Find area suitable location for Liaison functions
 - Hard wired Phones
 - o Internet
 - o Chairs and tables (enough for anticipated A-rep participation)
 - LNO to bring Flip charts, pens, tape, etc. Find a good location to set up flipcharts
- o Complete sign-in sheet, collect a business card from everyone
- o Attend Command and General Staff Meeting, as well as Planning meeting
 - Agree on primary stakeholders and clarify command's focus on Stakeholder management
 - Update Command on A Reps that are present (number and what agencies they represent) and any initial issues or concerns they may have. Carry out any instructions from command in regard to A rep supervision.
 - o Inform of Op's Center Liaison notifications
- Brief A-reps on situation (have LGOSC do brief, if available) and trajectories, provide copies of 201
 - EU/Situation unit leader
 - NOAA SSC
- Plug-in A-reps as appropriate into ICS, based on:
 - Jurisdiction
 - Resources
 - Expertise
- Capture from A-Reps
 - o Available resources give to Resources Unit Leader
 - Status of activities
 - Stake holders concerns assistant LNO should facilitate a roundrobin meeting of A Reps, utilizing flipcharts, to prioritize local concerns. Asst LNO to relay priority concerns to LNO.
 - o Limitations
 - o Other
- Locate ICS 230 meeting schedule
 - Check-in time w/A-reps prior to Planning meeting to identify their concerns
 - Attend Planning Meeting, relay highest Priority A Rep concerns
 - Post Planning meeting time brief A Reps on Planning meeting.
 Have LGOSC do this if available.
- Urgent/high-priority A-rep needs bring to Tactics Meeting. Get permission from Planning/Ops Chiefs prior to attending.
- o Stand-up LGOSC
- o Stand-up Volunteer Unit
- Have Local Governments complete Boom Grant deployment form. Give to Resources Unit Leader.

- Stand-up CalSpill Watch page (have A-reps review current postings on webpage) – Refer to CalSpillWatch liberally when responding to related injects
- o Complete ICS forms 213 General message, 214a Individual log

Delegate VIP injects (like Governor's arrival at CP) to an assistant.

Use JIC freely to prepare talking points when they are needed for SOSC, FOSC, RP IC to brief high-level officials like the Governor.

End